

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 1200**

#### **Subsection: Student Attendance**

**Revised July 2005**

**Reference:** Idaho Code 33-201, 33-202, 33-206, 33-207, 33-208

**Purpose:** To establish a consistent process for student attendance/absence reporting.

#### **Policy:**

#### **Attendance**

The ISDB goal is for all students to attend school in a manner consistent with society's work place expectations. Students should be in attendance during all scheduled activities; this is the "job of all students." Students who fail to attend regularly are denying themselves the first-hand experience of learning opportunities. Also, the effectiveness of the teacher's presentation is diminished. Regular attendance and punctuality are critical skills for achieving success in the workplace and must be part of the overall curriculum taught to all students.

ISDB students generally qualify for special education and related services under the federal Individuals with Disabilities Education Act (IDEA) and subsequent amendments thereto, and applicable state and federal regulations. Current Idaho Statute defines 'school age' for ISDB beginning at age six (6) and continuing through the end of the semester of school in which the student attains the age of twenty-one (21) years. Case-by-case exceptions for younger children may be granted based on the unique needs of the child and through direct prior consultation among the parents/legal guardian, school district and ISDB administration.

#### **Compulsory Attendance**

Compulsory attendance for all students between the ages of seven (7) years and sixteen (16) years shall cause the child to be instructed in subjects commonly taught in the public schools of the state of Idaho. Unless the child is otherwise comparably instructed, the parent or guardian shall be responsible to see that the child attends public, private or parochial school during a period in each year equal to that in which the public schools are in sessions.

To maintain an effective and consistent policy, all teachers are responsible to implement attendance rules and regulations. ISDB teachers shall keep accurate records of attendance, absences and tardies. Reports will be forwarded to the campus office and the State Department of Education (SDE) per the schedule and format SDE provides to public schools.

To assure that all students have the opportunity to learn during their critical elementary, middle, and high school grades ISDB has implemented a 90% attendance requirement. Whenever a student is not present in class at least 90% of the time, he/she may be denied promotion to the next grade and/or class credits, on a semester basis, leading to graduation. All absences, excused and non-excused, count toward the 90% attendance requirement.

Parents who wish to appeal the denial of credit or retention decisions may do so to the appropriate school officials. The final grade placement will be made by school officials.

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#### **Excused absences:**

Excused absences, accompanied by a parent's note and accepted by the school principal, are exempt from any grading penalty as long as work is made up within a time frame acceptable to the Faculty and Principal. Participation in all school sponsored activities are excused absences. Every effort will be made to schedule events, activities and meetings so they do not occur during class time. Students involved in scheduled activities are responsible for arranging in advance to make up missed class work.

#### **Un-excused absences:**

Students will receive an un-excused absence if they fail to obtain an approved written request for the absence. In the event written permission before the absence is impossible, an "un-excused" absence may be converted to an excused absence upon the student's providing to the principal a complete written explanation for the absence signed by the student's parent or legal guardian. In the event the absence was due to illness requiring a physician's care, a note from the doctor will be accepted. Approval of all such requests shall be at the Principal's discretion.

#### **Parent Contact**

When a student accumulates four (4) absences during a semester, the classroom teacher or student advocate will contact the parents to discuss the attendance policy.

#### **Tardies:**

It is the responsibility of each student to arrive at class and be in their assigned seat when the bell rings/light flashes. Tardy students interrupt class and provide an inappropriate example for peers.

#### **Truancy**

Truancy is an un-excused absence about which the parents and school had no prior knowledge, and for which there was no prior request to excuse the absence. Cutting class is a serious offence. When a student cuts class he/she presents a serious safety concern. Cutting even one class is clearly considered within the definition of truancy.

Any student who repeatedly violates the attendance regulations established by this policy; or any child whose parents or guardians have failed or refused to take all prudent steps to compel the student to attend, as provided by Section 33-202 of Idaho Code, will be declared a habitual truant and a truancy petition will be filed with the court as per Section 33-206 of Idaho Code.

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#### **Appeals(s)**

The Residential-Day Campus/school will develop an Attendance Review Committee procedure to handle credit and retention appeals. The committee will be chaired by the K-12 Principal.

Appeal of any decision of the Committee shall be made to the Superintendent. Appeal of any decision of the Superintendent shall be made to the Board, through the Executive Director of the Office of the State Board Of Education.

#### **Exemption(s) From Attendance**

Exemptions from attendance of school in the district may be made by the SBE after receiving request from a parent or guardian to exempt the student from the requirements of Section 33-202 of Idaho Code. The SBE may, from time to time as it may determine, require additional examination of the child and report thereon.

Attendance in Kindergartens in Idaho is not compulsory.

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Revised/Approved – July 2005

Harvey W. Lyter III, Interim Superintendent